

## Critical Dates Tracking

### Rent Comparability Reviews

HEREMS Property ID: 800012345  
Primary FHA Number: 00012345  
Contract Number: XYxxxxxxx

Property Name: APARTMENTS  
PAE Name: PAE  
Renewal Type: Comp Review

---

There are XX days left until this Section 8 contract expires.

This contract is currently in the **XX** phase.

---

Enter all dates in mm/dd/yyyy format.

Click the **Save** button at the bottom of this screen to save all updates/changes.

	Source for Dates
Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Intent to Renew from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office:	OMHAR HQ
<b>Phase: Assignment/Assessment</b>	
OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2:	OMHAR HQ
<i>PAE Accepts Assignment [Schedule of Projects signed]:</i>	<i>PAE</i>
<i>PAE's estimated Comp Review Submission Due Date</i>	<i>PAE</i>
Complete Comp Review Due Date	System Generated Date
Amended Due Date (per PRA)	REG OFFICE
<b>Phase: Comparability Review</b>	
<i>PAE Submits Review Results to OMHAR:</i>	<i>PAE</i>
OMHAR Approves Review Results:	REG. OFFICE
OMHAR Returns Review Results to PAE for Revision	REG OFFICE
<i>PAE Notifies HUD Field Office:</i>	<i>PAE</i>
OMHAR Receives Complete Comp Review	REG OFFICE
OMHAR Receives Resubmission	REG OFFICE
Number of Resubmissions	System Generated Number

*PAE Review Results:* *Review in Process (default)*  
*Rent Over Market*  
*Rent Equal/Under Market*

**OMHAR** Comment Text:  
*PAE Comment Text:*

[Click here if completed the M2M program.](#) (OMHAR HQ and REG OFFICE)  
[Click here to change the M2M renewal type \(Approved 2.16 required\).](#) (OMHAR HQ)

## Lites (or Rent Reduction Only)

HEREMS Property ID: 80000000  
Primary FHA Number: 00000000  
Contract Number: Xyxxxxxxxxxx

Property Name: APARTMENTS  
PAE Name: PAE  
Renewal Type: Rent Reduction Only

---

There are XX days left until this Section 8 contract expires.

This contract is currently in the XX phase.

---

Enter all dates in mm/dd/yyyy format.

Click the Save button at the bottom of this screen to save all updates/changes.

	<u>Source for Dates</u>
Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Request for Rent Reduction from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office	OMHAR HQ

---

<b>Phase: Assignment/Assessment</b>	
OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2	OMHAR HQ
<i>PAE Accepts Assignment [Schedule of Projects signed]:</i>	<i>PAE</i>
<i>PAE Estimated Recommendation Form 10.2 Submission Date</i>	<i>PAE</i>
Tier 1 Incentive Due Date (Per PRA):	SYSTEM (75 days)
Amended Tier 1 Incentive Due Date	REG OFFICE w/ waiver
Amended Tier 1 Due Date:	REG OFFICE. w/ waiver
Tier 2 Incentive Due Date (Per PRA) :	SYSTEM (90 days)
Amended Tier 2 Incentive Due Date	REG OFFICE. w/ waiver
Amended Tier 2 Due Date	REG OFFICE. w/ waiver

---

<b>Phase: Rent Reduction Determination</b>	
<i>Tenant Notice Sent :</i>	<i>PAE</i>
<i>PCA Assigned by PAE :</i>	<i>PAE</i>
<i>3rd Party Market Survey Assigned by PAE :</i>	<i>PAE</i>
<i>PAE Submits Justification for Recommendation (Form 10.2) :</i>	<i>PAE via SYSTEM ('submits' Form 10.2 online)</i>

OMHAR Receives Complete PAE Justification (Form 10.2) Submission :	REG OFFICE (Log in Date)
OMHAR Approves PAE 'Lite' Recommendation :	REG OFFICE.via SYSTEM ('Approve' selected)
OMHAR Notifies HUD Prog. Mgr	REG OFFICE.
<i>PAE Notifies HUD Prog. Mgr</i>	<i>PAE</i>
<i>PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager</i>	<i>PAE</i>
<i>PAE Receives Copy of Owner's Signed Sec. 8 Contract:</i>	<i>PAE</i>
<i>New Section 8 Effective Date</i>	REG OFFICE

---

#### Status of Miscellaneous Items

---

<i>PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring (sends 99-36)</i>	<i>PAE</i>
OMHAR Approves Tier 2 Conversion (Form 2.16):	OMHAR HQ.
OMHAR Returns Submission to PAE for Revision:	REG OFFICE. via SYSTEM ('Return for Revision' selected)
OMHAR Receives PAE Resubmission:	REG OFFICE (Log In)
Number of Resubmissions:	SYSTEM Generated Number
New Section 8 Effective Date	REG OFFICE

---

PAE Final Section 8 Renewal Recommendation: (PAE and/or REG OFFICE.)

- Renew as Tier 1
- Renew as Tier 2
- Renew with Watchlist (*Potentially Troubled*)
- Not to Renew
- Ineligible

---

**OMHAR** Comment Text:

**PAE** Comment Text:

---

[Click here to go to Restructuring Plan for Form 10.2. \(shortcut to 10.2 form- all\)](#)

[Click here if completed the M2M program. \(OMHAR HQ and REG OFFICE](#)

[Click here to change the M2M renewal type \(Approved form 2.16 Required\). \(OMHAR HQ](#)

## Full Debt Restructuring

HEREMS Property ID: 80000000  
Primary FHA Number: 000-00000  
Contract Number: XYxxxxxxxxx

Property Name: APARTMENTS  
PAE Name: PAE  
Renewal Type: Mortgage Restructuring

There are XX days left until this Section 8 contract expires.

This contract is currently in the XX phase.

Enter all dates in mm/dd/yyyy format.

Click the Save button at the bottom of this screen to save all updates/changes.

### Source for 'ACTUAL' Dates:

Section 8 Contract Expires	REMS
Extended Section 8 Contract Expiration Date	REMS
Field Office Receives Request for Rent Reduction from Owner	REMS
Field Office Refers to OMHAR	REMS
OMHAR Receives Referral from Field Office	OMHAR HQ

### **Phase: Assignment/Assessment**

OMHAR Sends List of Potential Assets:	OMHAR HQ
OMHAR Approves COI Form 2.2:	OMHAR HQ
<i>PAE Accepts Assignment [Schedule of Projects signed]</i>	<i>PAE</i>

### **Phase: Data Collection/Due Diligence**

#### **Data Collection:**

<i>PAE and Owner Have Kickoff Meeting:</i>	<i>PAE</i>
<i>PCA Assigned by PAE:</i>	<i>PAE</i>
<i>Appraisal Assigned by PAE:</i>	<i>PAE</i>
<i>Tenant Meeting - #1:</i>	<i>PAE</i>
<i>Owner Submits Data Collection Report:</i>	<i>PAE</i>

#### **Due Diligence:**

<i>PAE's PCA Complete:</i>	<i>PAE</i>
<i>PAE's Appraisal Complete:</i>	<i>PAE</i>
<i>PAE Completes Due Diligence:</i>	<i>PAE</i>

### **Phase: Underwriting/Restructuring Plan**

<i>Tenant Meeting - #2:</i>	<i>PAE</i>
PAE Submits Restructuring Plan to OMHAR:	PAE via SYSTEM (‘Submits’ Form 5.2 online)
OMHAR Receives Complete Restructuring Plan & Form	REG. OFFICE (Log in Date)

## 5.2:

<b>Phase: Loan Funding/Approval Process</b>		
If Conforming*, OMHAR Approves Restructuring Plan:	REG OFFICE via SYSTEM (‘approve’ selected)	
If Conforming, OMHAR Returns Restructuring Plan to PAE for Revision:	REG OFFICE via SYSTEM (‘return for revision’ selected)	
If Non-Conforming, OMHAR Approves Restructuring Plan	REG OFFICE via SYSTEM (‘Approve’ selected)	
If Non-Conforming, OMHAR Returns Restructuring Plan to PAE for Revision:	REG OFFICE via SYSTEM (‘Return for Revision’ selected)	
OMHAR Receives PAE resubmission:	REG OFFICE (Log in Date)	
Number of Resubmissions:	SYSTEM Generated Number	
<i>Restructuring Commitment Executed by Owner:</i>		<i>PAE</i>
<b>Phase: Closing and Post Closing</b>		
<i>Closing</i>		
	<i>Scheduled Closing Date:</i>	<i>PAE</i>
	<i>Closing Date:</i>	<i>PAE</i>
<i>Post Closing</i>		
	<i>Closing Documents Distributed by PAE:</i>	<i>PAE</i>
<del><i>Remaining HUD Closing Documents Distributed by PAE:</i></del>		<del><i>PAE(Not required)</i></del>
OMHAR Acknowledges Receipt of Washington Docket:		REG OFFICE
OMHAR Acknowledges Receipt of PAE Status Report:		REG OFFICE
<i>New Section 8 Contract Effective Date</i>		REG OFFICE
<hr/>		
	Date Action Other than Closing Occurred:	PAE or REG OFFICE

**OMHAR** Comment Text:

*PAE Comment Text:*

[Click here to go to Restructuring Plan for Form 5.2. \(Shortcut for all\)](#)

[Click here if completed the M2M program. \(OMHAR HQ and REG OFFICE\)](#)

[Click here to change the M2M renewal type.\(Approved Form 2.16 Required\) \(OMHAR HQ\)](#)

\* Conforming or Non-conforming are an option selected in form 5.2 as per Operating Procedures Guide description.